

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:  
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2019 MAR 28 PM 4:41

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): United Nations Foundation

Travel date(s): Thursday, February 28, 2019 - Friday, March 1, 2019

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$145.00	\$139.00	\$108.95	\$20.00, Fee for UN guided Tour and Lecture Briefing
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

\_\_\_\_\_  
\_\_\_\_\_

28 MAR 2019  
(Date)

ANDREW KALARIS  
(Printed name of traveler)

*Andrew Kalarris*  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

3/28/19  
(Date)

*[Signature]*  
(Signature of Supervising Senator/Officer)

Date/Time Stamp:

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC JAN29'19AM11:01

Name of Traveler: Andrew Kalaris

Employing Office/Committee: Senator Tim Kaine

Private Sponsor(s) (list all): United Nations Foundation

Travel date(s): February 28, 2019 to March 1, 2019

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): United Nations Headquarters, New York City

Explain how this trip is specifically connected to the traveler's official or representational duties:

This trip offers Congressional staff members an opportunity to learn about the United Nations firsthand and to ask questions about a wide range of policy initiatives. As a member of Senator Kaine's national security team, this trip will help me better understand the mission and operations of the United Nations, and how this international institution affects Senator Kaine's work on the Senate Armed Services and Foreign Relations Committees.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

29 JAN 2019  
(Date)

Andrew Kalaris  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Sen. Tim Kaine hereby authorize Andrew Kalaris  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

1/29/19  
(Date)

Tim Kaine  
(Signature of Supervising Senator/Officer)

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**Thursday, Feb. 28, 2019**

**Friday, March 1, 2019**

2/26/2019 7:07:00 PM



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**Briefing Focus:** Discuss the UN's ongoing humanitarian assistance operations responding to crises in Venezuela, Syria and Bangladesh, and how they address the unique needs of vulnerable populations to ensure no-one is left behind.

**Briefing Focus:** UN expert-led tour including in-depth daily briefing, historic overview, and chamber-specific briefings on the UN Security Council, UN General Assembly, Economic and Social Council, and Trusteeship Council.

**Briefing Focus:** Discuss UNICEF's work in humanitarian and emergency settings and environments, such as Yemen, and discuss how specific circumstances in-country shape the agency's response.

**Briefing Focus:** Discuss the role and impact of UN peacekeeping, current missions, recent successes and setbacks, and the importance of narratives and strategic communications in the field.

4:02 PM – 7:00 PM **Depart NYC via Amtrak Northeast Regional #173**  
*New York Penn Station*

# PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): United Nations Foundation (UNF)
2. Description of the trip: UN Foundation Congressional Staff Learning Trip to the United Nations
3. Dates of travel: Thursday, February 28, 2019 - Friday, March 1, 2019
4. Place of travel: New York, NY
5. Name and title of Senate invitees: Please see attached.
6. I *certify* that the trip fits one of the following categories:
- ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR -**
- ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -**
- ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -**
- ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

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**9. USE ONLY IF YOU CHECKED QUESTION 6(B)**





21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Name and Title: Peter Yeo, Senior Vice President

Name of Organization: United Nations Foundation

Address: 1750 Pennsylvania Ave, NW, Suite 300, Washington, DC 20006

Telephone Number: (646) 559-6980 Ask for Troy Wolfe

Fax Number: 202-887-9021

E-mail Address: [twolfe@unausa.org](mailto:twolfe@unausa.org)



### Answer to Question 5

**Senate Invitee List for United Nations Foundation  
Congressional Staff Learning Trip to the United Nations  
Thursday, February 28, 2019 – Friday, March 1, 2019**

The following staff have been invited to participate in this learning trip to United Nations Headquarters in New York because they work on issues related to UN funding, international affairs, foreign policy, national security, global health, humanitarian assistance, counterterrorism, and related topics.

- Matt Waldrip, Chief of Staff  
Sen. Mitt Romney (R-UT)
- Andrew Kalaris, Foreign Policy Legislative Assistant  
Sen. Tim Kaine (D-VA)

**SECRET**

# UNITED NATIONS FOUNDATION

January 9, 2019

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**Andrew Kalaris**  
Legislative Correspondent  
U.S. Senator Tim Kaine  
Phone: (202) 224-4024  
[andrew\\_kalaris@kaine.senate.gov](mailto:andrew_kalaris@kaine.senate.gov)

Dear Andrew,

On behalf of the United Nations Foundation, I would like to extend an invitation to you to participate in a learning trip to United Nations Headquarters in New York on Thursday, February 28 – Friday, March 1.

If you are unfamiliar, the UN Foundation is a public charity that links the UN's work with others around the world, mobilizing the energy and expertise of policymakers, businesses, and NGOs to help the UN tackle global challenges. As part of our mission, we organize several trips per year to UN Headquarters for Members of Congress and staff, offering an opportunity to learn and ask questions about the UN's work on an array of substantive, headline issues.

This upcoming trip is designed for Chiefs of Staff or Legislative Directors for Freshman Members of Congress, providing a general overview of some of the most critical challenges the UN will be tackling in 2019 and highlighting the many ways the UN and U.S. work together to achieve a number of shared policy goals.

The basic format of the trip is as follows: the delegation will take Amtrak to New York on Thursday afternoon for a working dinner with a UN speaker. On Friday, we will participate in a series of meetings at UN Headquarters, where we will be briefed by senior officials from an assortment of UN agencies who will discuss key issues involving countering violent extremism, peacekeeping, migration/refugees, humanitarian assistance, and the global response to the opioid crisis. Depending on schedules, we may also hear from an official at the U.S. Mission to the UN. We will then close the day with a working lunch, after which you will depart for Washington D.C.

**The UN Foundation will arrange all transportation and accommodations, including one night's hotel stay, and ensure they comply with all Senate ethics guidelines. If you are interested in participating, please let us know by Thursday, January 24.**

We hope you will take this opportunity to learn more about the UN and look forward to your reply.

Sincerely yours,

  
Peter Yeo

**Senior Vice President**